

Responsible Office: R/Office of Aero-Space Technology
Subject: Update NASA Technology Plan



Office of Aero-Space Technology
Office Work Instruction
Update NASA Technology Plan

Approved by:
Samuel L. Venneri

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DOCUMENT HISTORY LOG

| <u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u> | <u>Document</u> <u>Revision</u> | <u>Effective</u> <u>Date</u> | <u>Description</u> |
|--|------------------------------------|---------------------------------|--|
| Baseline | | 2/3/00 | |
| | | March 14, 2000 | Administrative Update. Changed Responsible Office from Code AF to Code R due to the reorganization. |
| Canceled | | March 8, 2002 | Canceled per 2/25/02 memo from R/Sam Venneri and approved for cancellation per 3/8/02 memo from JI/Scott Holliday. |
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1. Purpose

The purpose of this procedure is to document the OCT process for updating the NASA Technology Plan on an annual basis. The NTP is published to describe the NASA-wide technology program in a manner that provides not only the content of ongoing and planned activities, but also the rationale and justification for these activities in the context of NASA's future needs.

2. Scope and Applicability

2.1 This OWI covers the means and methods by which the Office of the Chief Technologist (Code AF) updates the NTP. The NTP is Agencywide, and it includes technology investments to support all major space and aeronautics program areas, but particular emphasis is placed on longer-term strategic technology efforts that will have broad impact across the spectrum of NASA activities and perhaps beyond.

2.2 This OWI applies to the Office of the Chief Technologist at NASA Headquarters.

3. Definitions

| | |
|-------|--|
| CT | Chief Technologist |
| NODIS | NASA On-line Directives, executive orders, and part of Title 14, Code of Federal Regulations. |
| NPD | NASA Policy Directive – describes the “what” required by NASA management to achieve NASA’s vision and mission (as depicted in the NASA Strategic Plan). |
| NPG | NASA Procedures and Guidelines -- the detailed instructions and guidelines for implementing NASA policy. They are the “how to” instructions and procedures considered essential for accomplishing the deliverable requirements established by the NPD. |
| NTP | NASA Technology Plan |
| OCT | Office of the Chief Technologist |
| LSO | Langley Support Office – A group located at Langley Research Center that supports the OCT in the development of the NASA Technology Plan and corresponding web-based version of the plan. The LSO also manages a support service contractor for web-based NTP development and maintenance. |

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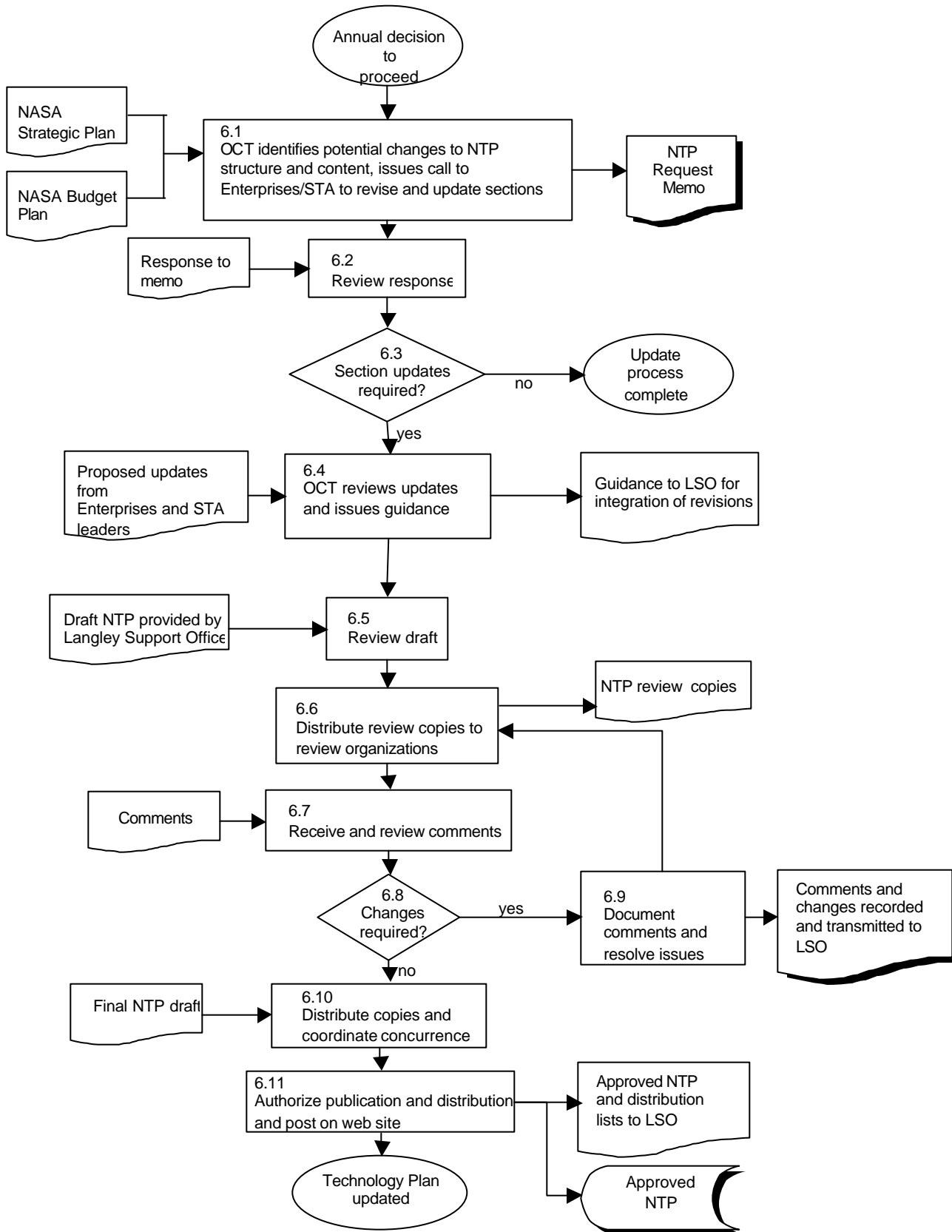
| | |
|-----|---|
| STA | Strategic Technology Area – a select group of technology areas designated by the CT that are deemed to be a long-term strategic interest to NASA. |
| TLC | Technology Leadership Council – a council chaired by the Chief Technologist, and includes senior NASA officials from Headquarters and the NASA Field Centers (described in NPG 1000.2). |

4. References

| | | |
|-----|------------|------------------------------------|
| 4.1 | NPD 1000.1 | NASA Strategic Plan |
| 4.2 | NPG 1441.1 | Records Retention Schedules |
| 4.3 | NPG 1000.2 | NASA Strategic Management Handbook |

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5. Flowchart



CHECK THE MASTER LIST at <http://hqiso9000.hq.nasa.gov>
TO VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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6. Procedure

| Step | Actionee | Action |
|------|----------|---|
| 6.0 | CT | Decision to proceed occurs near the beginning of the FY, when the NASA budget decisions for the OMB submission are essentially complete. |
| 6.1 | CT | Determine if the strategic planning or budget process has sufficiently altered the content of the plan to warrant a major structural revision. Issue request to the Enterprises/STAs to provide proposed updates to their sections. Include guidance on major revisions if appropriate. |
| 6.2 | CT | Review response and consult with the Enterprises and STA leaders to determine if revisions are necessary to the individual sections of the NTP. |
| 6.3 | CT | If a section update is required, then proceed to 6.4. If no, terminate the process for that section. |
| 6.4 | CT | Review the proposed updates and revisions, and interact with the authors to reach agreement on the changes. Issue guidance to the LSO for integration of the revisions into the NTP |
| 6.5 | CT | Review the draft of the NTP provided by LSO for conformance to guidance |
| 6.6 | CT | Distribute copies to reviewing organizations. These include the Enterprises, Administrator's Staff Offices, Comptroller and key Functional Organizations (legal, legislative, policy, acquisition, external and public affairs, equal opportunity) |
| 6.7 | CT | Receive and review the comments on the draft plan from the reviewing organizations. |
| 6.8 | CT | If no changes are required as a result of the review by the organizations, then proceed to step 6.10 to secure final approval. Otherwise continue to step 6.9. |
| 6.9 | CT | If issues or comments do require changes, document the comments, work with the organizations to resolve issues and agree on changes, and transmit the changes to LSO to include in the final draft. |
| 6.10 | CT | Distribute copies of the final draft to the reviewing organizations, coordinate concurrence, and prepare the distribution lists for the NTP. |
| 6.11 | CT | Authorize LSO to publish and distribute NTP, and post on the website: http:// technologyplan.nasa.gov |

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7. Quality Records

| Record Identification | Owner | Location | Record Media: Electronic or Hard Copy | Schedule Number and Item Number (NPG 1441.1) | Retention/Disposition |
|--|-------|-----------------------------|---------------------------------------|--|---|
| NTP Request Memo | OCT | Chief Technologist Files | Hardcopy | Schedule 7, Item 4A | *PERMANENT* Retire to FRC 5 years after supersession or completion. Transfer to NARA when 10 years old. |
| Comments and changes recorded and transmitted to LSO | OCT | Chief Technologist Files | Hardcopy | Schedule 7, Item 4B | Destroy 5 years after supersession or completion |
| Approved NTP | OCT | Chief Technologist Web Site | Electronic | Schedule 7, Item 4A | *PERMANENT Retire to FRC 5 years after supersession or completion. Transfer to NASA when 10 years old. |